

NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY



Technical Assistant 3

SALARY RANGE: \$34,628.13 - \$48,398.13 (A12)

WORKWEEK: 35 Hour

POSTING PERIOD FROM: July 18, 2017

TO: August 1, 2017

OPEN TO: ☐ Unit Scope: ☐ Division Wide
☐ Department Wide (open to Treasury employees)
☒ State Wide (all Departments/State employees)

DIVISION/LOCATION:
Division of the State Lottery
Operations - Validations Unit
1333 Brunswick Avenue
Lawrenceville, New Jersey 08648

JOB DESCRIPTION: Under the direction of the Validations Supervisor, accurately enters technical information from claim forms into the State Lottery's CAP System. Processes claims verifying completeness of the claim forms and any information included to ensure accuracy. Researches Claim ID numbers and ensures information matched with 100% accuracy. Responds to inquiries received by telephone or in person for the unit as it pertains to winner claim information and follows up with return calls. Provides assistance to claimants regarding the completion of the claims form and obtaining the documentation needed for claims processing. Effectively and efficiently processes, tracks and monitors processes established by the State Lottery in order to expedite the issuance of checks to claimants.

REQUIREMENTS:

Open to full-time STATE employees who have permanent status in a competitive title and who meet the requirements listed below:
OR

Employees in the Intermittent Technical Assistant 3, Treasury title who have completed their Working Test Period and who meet the requirements listed below:

EXPERIENCE: Two (2) years of experience in reviewing, verifying, authorizing, and/or providing information and assistance of a technical or fiscal nature in a public or private organization.

NOTE: Applicants who do not possess the required experience may substitute semester hour credits from an accredited college or university on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

If you qualify and are interested, please submit your resume, cover letter and Application for Employment, by email only. All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.

Department of the Treasury
Division of Administration/Human Resources
Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(subject line: TA3 STATE LOTTERY)

To obtain an Application for Employment, go to: <http://www.nj.gov/treasury/administration/pdf/hr-application.doc>. Your application *must* be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

JOB POSTING AUTHORIZED BY:

A handwritten signature in black ink, appearing to read "Douglas J. Ianni".

Douglas J. Ianni, Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer